

Sherwood Public Library

Monthly Management Report

July 2016



Submitted by: Adrienne Doman Calkins, Library Manager

Contents:

- 1) Statistics
- 2) Programs & Activities
- 3) Service Stories

Statistics

Monthly Circulation	Last month	This month	This month last year	% Change from same month last year	% Change from last month
Total check outs (includes digital)	31,252	31,309	33,817	-7.4%	0.2%
Physical check outs & renewals	29,122	29,219	32,011	-8.7%	0.3%
Self-checkouts only	8,808	9,133	8,692	5.1%	3.7%
% @ self-check	30%	31%	27%	15.1%	3.3%
Digital checkouts (Library2Go)	1,359	1,299	1,306	-0.5%	-4.4%
Digital checkouts (Cloud Library)	771	791	500	58.2%	2.6%
Total digital checkouts	2,130	2,090	1,806	15.7%	-1.9%
% of total checkouts	6.8%	6.7%	5.3%	25.0%	-2%
Check ins	20,992	20,629	22,339	-7.7%	-1.7%
Service Area population	22,485	22,485	22,485	0.0%	0.0%
Checkouts per capita	1.39	1.39	1.50	-7.4%	0.2%
Checkouts per card holder	2.79	2.76	2.95	-6.5%	-1.0%

While the nation-wide trend in Libraries is that checkouts are going down, we are seeing an increase with library card registrations, up 10% compared to July 2015 and up 21% compared to last month.

Monthly Patrons	Last month	This month	This month last year	% Change from same month last year	% Change from last month
New library cards	120	152	138	10%	21%
Total registered users	11,208	11,341	11,452	-1%	1%
Active this month	3,129	3,020	3,098	-3%	-4%
% of patrons active this month	28%	27%	27%	-2%	-5%

NOTE: Annual database purge March 6, 2016. Pre-purge total was 12,203. Purged 1,398 Sherwood accounts inactive for 3 years.

Collection Development	Last month	This month	This month last year	% Change from last year	% of budget available	% of ordering window for FY left
Count of items added	184	354	595	-41%	90%	91%
Count of items withdrawn (including periodicals)	856	394	596	-34%		
Total collection size	47,550	47,510	48,722	-2%		
WCCLS currently has over 16,000 e-books available through Library2Go and Cloud Library (was 3M Cloud Library)						

72% of the collection is in and available--the rest is checked out, in transit, or otherwise unavailable



Last year's focus was on weeding out old, outdated and unpopular items from the collection, while filling in the highest priority gaps in the collection. This year we will continue adding new and popular materials, as well as deliberately add more emerging authors, expand world languages, and develop a more robust Blu-ray collection.

Volunteers	July Hours	Equivalent FTE	# of volunteers
Checkin (returns)	81	0.47	17
Checkin (tasket processing & holds)	56.75	0.33	8
Summer Reading Program Asst	34.5	0.20	10
Requests to fill	21.75	0.13	4
Youth Services Asst	19.75	0.11	4
Shelving	13.75	0.08	3
Clerical/office asst	13.75	0.08	1
Outreach	6	0.03	3
Grand Total	247.25	1.43	41
Last month	190.75	1.10	46
% change	23%	23%	-12%
This month last year	222.54	1.28	34
% change from last year	10%	10%	17%



We had nearly 500 more visits this month compared to July, last year.

Visits last month	This month	% Change from last month	Visits this month last year	% Change from last year	Open hours this month	Open days	Visits per hour	Visits per day	Avg physical checkouts & renewals per hour
23,519	23,481	-0.2%	22,983	2.2%	250	30	94	784	117

Programs & Activities

Programs & outreach	Jul-16
# of Adult Programs/Outreach	2
# of Teen Programs/Outreach	4
# of Youth Programs/Outreach	32
<i>School-aged</i>	23
<i>Storytimes</i>	25
# of Programs/Outreach for All Ages	9
TOTAL # of Programs/Outreach	46
TOTAL Participation	4,699
Participation per FTE	466.17
Participation per capita	0.21
<i>Participation: adult programs</i>	561
<i>Participation: teen programs</i>	429
<i>Participation: youth programs</i>	2,299
<i>Participation: all age programs</i>	1,436
<i>Participation: school-aged</i>	2,134
<i>Participation: storytimes</i>	1,102

Outreach:

- Music on the Green—252 (2 events)
- Helping Hands Library Newsletter distribution (Liz Myer)

All Age Programs:

- Movie Matinee: Robin Hood—40 participants
- Larger-than-Life Games—15 participants (2 sessions)
- Knights of Veritas—140 participants

Youth & Family Programs:

- Summer Reading—1,139 youth
- Summer Reading Tuesday @ 2:
 - Henrik Bothe—156 participants
 - Reptile Man—534 participants
 - Lucky Diaz and the Family Jam Band—138 participants
 - Teatro Calamari—164 participants
- Paperback Pals—11 participants
- Coders' Academy—26 participants
- Woo-hoo Wii-U—14 participants
- Read to the Dogs—4 participants (2 sessions)
- Larger-than-Life Games—15 participants (2 sessions)



Over 2,000 youth and adults received a free book during Summer Reading this year—with 1,524 youth from birth to seventeen signed up to read (or be read to) a collective 1,380,600 minutes this summer.

Our Adult Summer Reading program saw 535 participants this year—an 82% increase from last year and 4th in the County. Sherwood is also one of the leading libraries in Washington County for book reviews from our adult

- Storytimes
 - Baby Time: 50 participants (4 storytimes)
 - Toddler Storytimes, 245 Tuesdays & Thursdays: participants (8 storytimes)
 - Preschool Storytimes, Tuesdays & Thursdays: 211 participants (8 storytimes)
 - Saturday Family Storytime —0 participants
 - Storytime in the Park (bilingual English & Spanish)— 596 participants (4 sessions)

Teen:

- Fiction Friends—12 participants
- Felted Sushi Art—6 participants
- Summer Reading—385 teens

Adult Programs:

- Adult Summer Reading Program—535 registrations. (Book reviews are accepted through August.)
- DIY Craftshop: Flower Crowns—26 participants

Other Activities:

- Displays: Adult Summer Reading, Genres for Kids, Shark Week, Robin Hood Festival, Garden Bounty, Poetry.
- Installed new Community Bulletin Boards—procedures coming soon.
- Hosted Sherwood High School chess club for summer sessions.
- Recruitments for Librarian I (Youth Services), 0.5 FTE, and two On-Call Library Assistants.
- Washington County Cooperative Library Services Meeting attendance:
 - Policy Group (Adrienne)
 - Adult Services Committee (Pinn Crawford)
 - Publicity Committee (Jenny Swanson)
 - WCCLS Users Group (Jenny)
 - CircUs (Jenny)
- Other meetings (abbreviated):
 - City Council (Adrienne)
 - Friends of the Library (Adrienne)
 - Knighting Ceremony (Adrienne was knighted)
 - Records Management software demonstration (Adrienne)
 - Announcements about upcoming storytime changes (Adrienne)
 - All Library Staff meeting (All)
 - Main Street meeting (Adrienne)
 - Rotary Peace Committee (Adrienne)

Service Stories

[About Storytime in the Park] The service story for me is a family who happened upon the program on the first day. Maria was able to communicate with her about the series and she has brought her

kiddos to both events. Her kiddos sit in the front row and you can see the pride of recognition in their faces when we ask the audience if they know the Spanish word for objects and numbers.—

Submitted by Jaime Thoreson, Youth Services Librarian

A patron came into the library as I was unlocking the door this morning and said “Let the learning begin..”—*Submitted by Annette Steury, Library Assistant*

Respectfully submitted,

A handwritten signature in cursive script, reading "A. Owen Collins". The signature is written in dark ink and is positioned below the text "Respectfully submitted,".